



ADMINISTRATION  
& MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950



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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, FORCE TRANSFORMATION  
DIRECTOR, NET ASSESSMENT  
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Employee Awareness Campaign

During the next several weeks the Pentagon Force Protection Agency (PFPA) will be conducting an employee awareness campaign designed to:

- Inform and educate employees about safety plans and procedures that are in place in case of terrorist attack,
- Clearly define what employees are expected to do in the event of an incident, and
- Reinforce that "Security is everyone's business," by educating employees on various day-to-day security issues and building awareness.

The campaign started on Friday, February 14, with flyers to all Pentagon personnel explaining the Computer Emergency Notification System (CENS) and the PA system.

On Thursday, February 20, 2003, John Jester, Acting Director of PFPA, and I hosted a Town Hall Meeting in the Pentagon Auditorium. This Meeting covered the Pentagon protection plans and procedures, including the fact that we will be issuing protective masks for all occupants of the Pentagon and other DoD facilities in the National Capital Region. It is important to note that the masks are not being issued in response to any specific threat. They are just one of the tools that PFPA is providing for employee safety. Every individual will receive training on the purpose of the mask and when and how to don it.

In order to effectively schedule distribution and training for employees in the Pentagon, the Navy Annex, and DoD Delegated Buildings, each organization must identify a



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central point of contact (POC). Addressees are requested to provide your POC information via e-mail to [dsweeney@pfpa.mil](mailto:dsweeney@pfpa.mil) (443-610-3623) no later than Friday, February 28, 2003.

Repeat broadcasts of the meeting will be broadcast over the Pentagon Channel, through February 28, 2003 during the lunch period, unless pre-empted by breaking news. If you have television sets with access to the Pentagon channel in any of your conference rooms, please make the broadcast available to your employees. Please contact Dr. Joan Keston at 703-697-2458 if you have any questions.

A handwritten signature in black ink, appearing to read "R. F. DuBois", with a stylized flourish at the end.

Raymond F. DuBois  
Director